



BRIAN SANDOVAL
Governor

NEVADA GAMING CONTROL BOARD

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A.G. BURNETT, *Chairman*
SHAWN R. REID, *Member*
TERRY JOHNSON, *Member*

August 4, 2016

Administrative Assistant II Recruitment

Enforcement Division

Nevada Gaming Control Board

This is an open competitive recruitment. All applicants who meet the minimum qualifications are eligible to apply for this position and may do so by completing an application on the Nevada Gaming Control Board website @ www.gaming.nv.gov.

All applications must be submitted through the website and NEATS system.

Applications will be accepted until recruitment is satisfied.

Administrative Assistants perform a variety of clerical, secretarial and administrative support duties such as maintaining records and files; composing and editing correspondence; data entry; office management; and budget monitoring. Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

Position description:

This position contributes to 24/7 coverage in the Employee Registration Unit (ERU). The position serves a dispatch function for the Board, including; routing requests for service to the appropriate party statewide, providing person information and criminal history information to Enforcement agents in the field. The position is also responsible for confirming arrest warrants mandated to be a 24/7 function by the National Crime Information Center (NCIC) policy. The position performs a variety of data entry and logging functions which enable the ERU to track information needed for management's usage (such as agent daily activity, Book Wagering Reports, and Background Investigation statistics). The position also acts as a help desk for the users of the online gaming employee registration system.

Location of position: Las Vegas

Maximum Annual Salary: \$27,269.28 - \$39,442.32 (employer-paid)
\$31,090.32 - \$44,954.64 (employee/employer-paid)

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The Nevada Gaming Control Board is an equal opportunity employer.